

Attachment C

Evaluation Tool

Proposals will be reviewed for responsiveness to all material requirements of this RFP and then evaluated using the criteria identified in this RFP.

INSTRUCTIONS FOR EVALUATORS

Each evaluation criterion has been assigned a specific number of points. The questions under each evaluated area help you measure the quality of offeror's response. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

RATING SCALE FOR ASSESSING OFFEROR RESPONSES

This rating scale is intended to establish guidelines within that range to ensure members of the RFP evaluation committee perform their evaluation with consistency. You may assign any value for a given criteria from 0 to the maximum number of points. A zero value typically constitutes no response or an inability of offeror to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion. If a specific criterion would only yield a yes or no response (e.g., offeror can submit an electronic report in required format by noon Friday), the evaluator should award either the maximum points or a zero.

For Example: "Experience and Qualifications" is an evaluation criterion receiving a weighting of 20 of the total possible points. Using a 100 Point Scale, a maximum of 20 points can be awarded. The rating scale would be:

Rating Scale (20 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-5	Fair. Limited applicability
6-10	Good. Some applicability
11-15	Very Good. Substantial applicability
16-20	Excellent. Total applicability

EVALUATION CRITERIA AND SCORING

Name of Offeror _____

Name of Evaluation Committee Member _____

Date of Review _____

RFP Title: Contract for administration of the Alternative to Abortion Program

RFP Number: 325-16-405-008

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS RFP IS 100

Understanding of the Project Plan

Fifty (50) of the total possible evaluation points are assigned to this criterion.

Rating Scale (50 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-12	Fair. Limited applicability
13-25	Good. Some applicability
26-38	Very Good. Substantial applicability
39-50	Excellent. Total applicability

Proposals will be evaluated against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

- A) Has the offeror included a comprehensive narrative that illustrates the offeror's understanding of the Scope of Work?

Evaluators Notes:

- B) Has the offeror illustrated an understanding of Alternative to Abortion requirements?

Evaluators Notes:

C) How well does the offeror demonstrate an understanding, interpretation, and implication of the Alternative to Abortion Program?

Evaluators Notes:

D) Has the offeror included a comprehensive narrative that illustrates the methodology that the offeror intends to employ and how that methodology will serve to accomplish the Scope of Work?

Evaluators Notes:

POINT TOTAL

Experience and Qualifications

Twenty-five (25) of the total possible evaluation points are assigned to this criterion.

Rating Scale (25 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-6	Fair. Limited applicability
7-12	Good. Some applicability
13-18	Very Good. Substantial applicability
19-25	Excellent. Total applicability

Proposals will be evaluated against the questions set out below. Do not assign points to individual questions; instead, award a total score for each evaluation criterion.

- A) Has the offeror identified, by name and title, the offeror's principal officers and board members?

Evaluators Notes:

- B) Has the offeror identified, by name, title, and experience, the offeror's staff who will be involved in carrying out the project?

Evaluators Notes:

- C) Has the offeror included an organizational chart for the offeror that describes and illustrates lines of authority?

Evaluators Notes:

- D) Has the offeror described a proven track record of administering a program similar to the program that has helped women who are pregnant or think they may be pregnant make informed decisions other than abortion?

Evaluators Notes:

E) Has the offeror described the type of work each of the offeror's staff will perform in carrying out the Alternative to Abortion Program?

Evaluators Notes:

F) Does the offeror identify the job description of the staff member(s) who will be administering the Alternative to Abortion Program, including minimum qualifications of the position?

Evaluators Notes:

POINT TOTAL

Cost Proposal

Twenty-five (25) of the total possible evaluation points will be assigned to the total cost.

Not all members of the evaluation committee need to evaluate the Cost Proposal. The Procurement Officer will review the Cost Proposal to determine responsiveness. If the Cost Proposal is responsive, the Procurement Officer will evaluate the Cost Proposal. After the technical proposal has been evaluated, the Cost Proposal scores can be recorded on the offeror evaluation totals sheets.

Applying Preference Laws

STATE will not consider any prompt payment discount terms proposed by the offeror when evaluating cost. The cost amount used for evaluation may be affected by the application of North Dakota preference laws (N.D.C.C. § 44-08-01). The preference given to a resident offeror will be equal to the preference given or required by State of the nonresident offeror (i.e. reciprocal preference).

When evaluating cost proposals from nonresident (out-of-state) offerors, STATE will determine whether the offeror's state of residence has a preference law for offerors resident in that state. STATE will increase the cost proposal of the nonresident offeror by the same percentage of preference given to offerors resident in that state.

For example, if State law of the nonresident offeror requires a 5% preference for offerors resident in that state, the procurement officer will increase that offeror's cost proposal by 5% before evaluation.

See <http://www.nd.gov/spo/legal/docs/preference-laws.pdf> for a list of States Preference Laws or contact the North Dakota State Procurement Office at 701-328-2683.

Converting Cost to Points

After applying any reciprocal preference, the lowest total Cost Proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined as follows:

Price of Lowest Total Cost Proposal

Price of Proposal Being Rated X Total Points for Cost Available= Awarded Points

RFP Evaluation Summary

Name of RFP: Contract for administration of the Alternative to Abortion Program		
RFP Number: 325-16-405-008		
Offeror Being Evaluated:		
Evaluator Name:		
Date:		
Technical Evaluation (Maximum 75 POINTS)	Maximum Points by Category	Score
Understanding of the Project Plan	50	
Experience and Qualifications	25	

Offeror Evaluation Totals

Name of RFP: Contract for administration of the Alternative to Abortion Program						
RFP Number: 325-16-405-008						
Name of Offeror:						
Date:						
Technical Evaluation Criteria	75 POINT Maximum	Evaluator	Evaluator	Evaluator	Evaluator	Evaluator
Understanding of the Project Plan	50					
Experience and Qualifications	25					
Evaluator Totals						
Grand Total		Note: Sum of all individual scores.				
Technical Proposal Score		Note: Total of individual points divided by the number of evaluators (75 POINT Maximum).				
Cost Proposal Score		Note: (25 POINT Maximum)				
TOTAL						